

Administrative Order



Administrative Order No.: 9-2

Title: Office of Community Relations

Ordered: 4/23/2002

Effective: 5/3/2002

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Chapter 2, Article XXIII of the Code of Miami-Dade County.

SUPERSEDES:

This administrative order supersedes previous Administrative Order 9-2, ordered May 8, 2001, and effective May 18, 2001.

PURPOSE:

The purpose of this Administrative Order is to establish the structure of the Office of Community Relations, which provides staff support to the Community Relations Board, Black Affairs Advisory Board, Hispanic Affairs Advisory Board, Asian American Advisory Board and Commission for Women, as well as to set reporting guidelines.

POLICY:

It shall be the policy of Miami-Dade County to provide for a diverse group of prominent community leaders with the authority to act independently to address issues impacting on intergroup relations and to provide for quasi-autonomous community advisory boards authorized to act as independent advocates representing the interests of their respective constituents.

The Office of Community Relations, which reports to the Office of the County Manager, provides staff support for the community boards. The staff of the Office of Community Relations does not direct the activities of the Community Relations Board or the community advisory boards. Staff is responsible for implementing the policies of the boards through support of board programs and projects that facilitate the achievement of countywide community relations goals and objectives.

The respective staff of the Community Relations Board, Black Affairs Advisory Board, Hispanic Affairs Advisory Board, Asian American Advisory Board and the Commission for Women shall serve under the overall direction of the Office of Community Relations Executive Director. An Assistant Director, reporting directly to

the Executive Director, will serve to coordinate and oversee the programs and projects of the Black Affairs Advisory Board, Hispanic Affairs Advisory Board, Asian American Advisory Board and Commission for Women. Community Relations Program Officers will provide staff support to each of the community boards and are primarily responsible for developing and implementing the programs and projects of the respective advisory boards. Community Relations Assistants will provide staff support to each of the boards on an as needed basis. An Administrative Officer, Administrative Secretaries and/or Office Support Specialists will be assigned to assist the Executive Director and other professional staff in support of board activities.

ROLES AND RESPONSIBILITIES:

- A. The County Manager is responsible for administrative oversight of the Office of Community Relations. The County Manager will hold the Executive Director responsible for providing effective achievement of countywide community relations goals and objectives.
- B. The Executive Director of the Office of Community Relations exercises extensive independent judgment in the application of professional knowledge and technical expertise in initiating program activities and in coordinating efforts to serve the community. The Executive Director supervises all executive, professional and clerical staff. The Executive Director of the Office of Community Relations will also serve as the chief of staff responsible to the Community Relations Board. General direction is received from the County Manager. The Executive Director of the Office of Community Relations does not have the authority to direct the activities of the community advisory groups. The Executive Director will provide oversight to promote accountability and will not infringe on the autonomy of any of the community boards.

Specific duties of the Executive Director include:

- 1. Directing, planning and coordinating the development and implementation of programs to provide assistance to the community;
- 2. Ensuring administrative and operational support for community relations oriented programs in Miami-Dade County;
- 3. Establishing and directing programs oriented towards inter-ethnic relations in Miami-Dade County;
- 4. Implementing County and Office policies; and
- 5. Directing all office-wide financial and administrative activities.

- C. An Assistant Director reports to the Executive Director and is responsible for coordinating and overseeing the programs and projects of the various community advisory boards, namely: the Black Affairs Advisory Board, Hispanic Affairs Advisory Board, Asian American Advisory Board and Commission for Women.
- D. The Community Relations Programs Officers are responsible for:
 - 1. Providing professional support toward the achievement of the mission of their respective community advisory boards;
 - 2. Serving as a resource person and professional staff to committees and task forces created by the board;
 - 3. Assisting the board in developing community-wide goals and objectives;
 - 4. Making recommendations regarding projects, programs and action plans to address the issues and problems impacting the board's constituency;
 - 5. Conducting research and analysis and preparing reports as assigned by the board;
 - 6. Organizing and conducting public or interagency meetings and facilitating conferences, public hearings and other special events regarding issues affecting the community and as instructed by the board;
 - 7. Facilitating access by the members of the advisory boards to the Mayor, Board of County Commissioners, County Manager and other community groups; and
 - 8. Promoting the establishment of effective working relationship with municipal, County and state governmental agencies.
- E. The Community Relations Assistants are responsible for providing assistance to the professional staff in support of the activities of the Community Relations Board and each of the community advisory boards as needed.
- F. The Administrative Secretaries and Office Support Specialists are responsible for providing clerical support to professional staff in support of board activities.
- G. The Administrative Officer is responsible for providing administrative support to the Executive Director and to other professional staff as needed.

Funding:

Funding for the operation of the Office of Community Relations shall be provided through the annual budget process.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, FL.

Steve Shiver
County Manager